

This Position Is No Longer Available

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Job Title: ASSISTANT PORT DIRECTOR (TRADE)

Department: Department Of Homeland Security

Agency: Customs and Border Protection

Job Announcement Number: MHCMP-1371447-AML

**This position is closed and no longer accepting
online applications through USAJOBS.**

The contents of the announcement can still be viewed.

SALARY RANGE:

\$98,633.00 to \$128,223.00 / Per Year

OPEN PERIOD:

Tuesday, April 7, 2015 to Monday, April 20, 2015

SERIES & GRADE:

GG-1801-14

POSITION INFORMATION:

Full Time - Permanent

PROMOTION POTENTIAL:

14

DUTY LOCATIONS:

1 vacancy in the following location:

San Juan, PR [View Map](#)

WHO MAY APPLY:

Current U.S. Customs and Border Protection employees with competitive status

SECURITY CLEARANCE:

Public Trust - Background Investigation

SUPERVISORY STATUS:

No

JOB SUMMARY:

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible

for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov> (<http://www.cbp.gov/>).

Use your expertise to direct and manage a myriad of enforcement-related programs designed to address anti-terrorism and border security enforcement activities. This position starts at a salary of \$98,633 (GG-14, Step 1). Apply for this exciting opportunity to strengthen the Department's ability to perform homeland security functions by providing a combined strategy of industry partnerships, facilitating legitimate trade, and initiating secondary examination activities against those passengers deemed high risk for anti-terrorism concerns, unlawful entry, narcotics smuggling, and the introduction of harmful pests and diseases.

Who May Apply: Status Candidates which include:

Current U.S. Customs and Border Protection employees with competitive status

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm (http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm).

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, San Juan Field Office, San Juan, PR.

One or more selections may be made using this job opportunity announcement.

TRAVEL REQUIRED

- Occasional Travel
- Occasional travel may be required.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph

- Males born after 12/31/1959 must be registered with Selective Service
 - You may be required to pass initial and random drug testing
 - You must pass the CBP Officer Promotional Assessment (including in-basket)
 - You must possess a valid state driver's license
-

DUTIES:[Back to top \(Top of Page\)](#)

In this managerial position you will become a key member of a team of homeland security professionals overseeing one or more functional areas at the port of entry. Typical work assignments include:

As an Assistant Port Director (Trade), your job will include:

- Providing a combined strategy of industry partnerships, advanced information and effective targeting and examination to ensure anti-terrorism and border security mandates are accomplished in the cargo environment, while facilitating legitimate trade
 - Managing and directing the implementation of the Trade Act, the 24-hour rule, and border security measures
 - Directing and implementing major trade programs
 - Managing Import Specialists, Agriculture Specialists, Entry Specialists and CBP Officers
 - Planning work to be accomplished by subordinates, setting and adjusting short-term priorities, and preparing schedules for completion of work
-

QUALIFICATIONS REQUIRED:[Back to top \(Top of Page\)](#)

GG-14: You qualify at the GS-14 level if you possess one (1) year of specialized experience as a second-line Supervisor/Manager that equipped you with the skills needed to perform the job duties. Examples include supervising, managing or directing operational programs and their appropriate support functions, and directing local policy and program initiatives. Experience supervising Customs and Border Protection related work activities are preferred.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Monday, April 20, 2015.

Promotion Eligibility Rules as of October 1, 2013 (Directive No. 51332-022B): CBP requires competition for selection into supervisory and managerial positions for occupations covered by competency-based assessments.

- Candidates for this GS-14 supervisory/managerial position must have competed for and served in a permanent or temporary supervisory or managerial GS-13 second-line or higher position
- The above requirement does not apply if you currently hold or previously held a permanent supervisory or managerial GS-14 (or higher) or equivalent position
- To view the promotion eligibility directive (Directive No. 51332-022B) in its entirety, please visit the HRM career center webpage on CBPNET

Managerial Probationary Period: You may be required to serve an 18 month probationary period upon appointment and complete a supervisory training course within 12 months of assignment.

Physical and Environmental Conditions: The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection, and respirators.

Data Systems: You will be required to maintain access to all data systems necessary for duty execution.

HOW YOU WILL BE EVALUATED:

Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your CBP Officer Promotional Assessment. Competitive applicants must have a valid test score when the announcement opens, or we cannot

consider you for this position. Alternate Staffing (Non-Competitive) Candidates need not have a current, valid test score. Alternate Staffing (Non-Competitive) candidates include applicants who have permanently held a position at the highest grade announced or higher.

Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see View Occupational Questionnaire (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5338172&PreviewType=Questionnaire>).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Ability to supervise operational programs and appropriate support functions
- Ability to provide advice on core business processes and activities
- Knowledge of CBP policy and programs in relation to port functions

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website at: http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a (http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a). To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

BENEFITS:

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DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work

schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers (<http://www.dhs.gov/careers>) and select "Benefits".

Relocation expenses **will not** be paid. To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx> (<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>)

This position is not covered under the CBP Officer Enhanced Retirement.

OTHER INFORMATION:

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml (http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml).

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify> (<http://www.uscis.gov/e-verify>), including your rights and responsibilities.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf (https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)

Follow U.S. Customs and Border Protection on Twitter @CustomsBorder (<https://twitter.com/#!/customsborder>)


This position is not covered under the bargaining unit.

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbpapps.cbp.dhs.gov/fo/2011/protecting_america/pro_america.wmv (http://cbpapps.cbp.dhs.gov/fo/2011/protecting_america/pro_america.wmv)

HOW TO APPLY:

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To begin your online application, click **"Apply Online"** to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144** .

. You must print a copy of and document your responses to the assessment questionnaire View Occupational Questionnaire (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5338172&PreviewType=Questionnaire>) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf (http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf), and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascoversheet.pdf> (<http://staffing.opm.gov/pdf/usascoversheet.pdf>). Please include job opportunity announcement ID 1371447 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Monday, April 20, 2015**

REQUIRED DOCUMENTS:

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.
- **Your responses to the job questionnaire View Occupational Questionnaire (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5338172&Pre-viewType=Questionnaire>)**
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- ***Veterans preference points are not applicable to Merit Promotion announcements.***
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

AGENCY CONTACT INFO:

CBP HIRING OFO STAFFING

Phone: (952)857-2932

Email: CBPHIRING-OFOSTAFFING@CBP.DHS.GOV

Agency Information:

CBP Minneapolis Hiring Center

5600 American Blvd

Suite 700

Bloomington, MN

55437-1450

USA

WHAT TO EXPECT NEXT:

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx> (<https://my.usajobs.gov/Account/NotificationSettings.aspx>). If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

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